



**South Carolina
Alternate Assessment
(SC-Alt)**

**District Test
Coordinator's
Supplement**

Spring 2007

English Language Arts

Mathematics

Science

Social Studies (field test)

2006 South Carolina Alternate Assessment (SC-Alt) Schedule

SC-Alt teacher and DTC-Alt test administration training (eight single-day workshops)	January 22–26 and 29–31, 2007
SC-Alt materials arrive in the district	Week of February 19, 2007
SC-Alt testing window	March 5–April 20, 2007
Teachers return SC-Alt materials to DTC-Alt	April 23–24, 2007
DTC-Alt ships all SC-Alt materials to Measurement Incorporated scoring center	No later than April 25, 2007

Contact Information

Assessment Materials

For questions regarding materials, shipments, and return procedures, contact:

Measurement Incorporated
Prattsie Cunningham
Scoring Management
pcunningham@measinc.com
866-448-0002

Administration Procedures

For questions regarding the administration of the performance tasks, contact:

American Institutes for Research
Lynnett Wright
Alternate Assessment Coordinator
lwright@air.org
866-532-8686 (toll-free voice)
866-236-4285 (toll-free fax)

South Carolina Department of Education, Office of Assessment
Douglas Alexander
dgalexan@ed.sc.gov
803-734-3923

Suzanne Swaffield
sswaffie@ed.sc.gov
803-734-8274

South Carolina Department of Education Web Address
<http://www.ed.sc.gov/>

Table of Contents

Using This Supplement	1
Agreement to Maintain Test Security and Confidentiality	1
Responsibilities of the District Test Coordinator for Alternate Assessment	1
Materials Packed for Distribution to Schools	2
DTC-Alt Materials and District Overage	3
Return Procedures	3

APPENDICES

Appendix A:	Agreement to Maintain Test Security and Confidentiality
Appendix B:	DTC-Alt Checklist of Major Activities
Appendix C:	District Materials Packing List and Security Checklist
Appendix D:	Sample Linking Bar Code Labels
Appendix E:	Sample FedEx Shipping Label

Using This Supplement

This supplement includes information that District Test Coordinators for Alternate Assessment (DTCs-Alt) must have for the administration of the South Carolina Alternate Assessment (SC-Alt). Only the procedures specific to DTCs-Alt are in this document.

Before you begin preparations for testing, carefully read this *District Test Coordinator's Supplement* and the *Test Administration Manual (TAM)*. Make sure that you understand all the tasks that need to be performed. If you have any questions, refer to the contacts and phone numbers on the inside front cover of this booklet.

Agreement to Maintain Test Security and Confidentiality

All school and district personnel who may have access to SC-Alt test materials or to the location in which the materials are securely stored must sign the *Agreement to Maintain Test Security and Confidentiality* before they are given access to the materials. There are two versions of the security agreement. The first version is for DTCs-Alt and School Test Coordinators (STCs), and the second version is for test administrators (TAs), monitors, and other personnel (see appendix A). Before handling materials, all DTCs-Alt must place a signed test security agreement form on file in the district office for the current school year. The second version is for all other persons who have access to secure materials to read and sign (also provided in appendix D of the *TAM*). Please make sure that each person signs the appropriate version of the security agreement **before testing begins**. Sufficient copies of these forms will be included in the district and school materials shipments. The DTC-Alt is responsible for collecting the completed agreements and storing them for three years.

Responsibilities of the District Test Coordinator for Alternate Assessment

The District Test Coordinator for Alternate Assessment (DTC-Alt) is the single point of contact in the district for the alternate assessment. All materials and training announcements are sent from the South Carolina Department of Education and its contractors to the DTC-Alt. The DTC-Alt is responsible for forwarding all requests for materials and registrations for training events to the test contractors. The DTC-Alt should work with the district special education coordinator and the district test coordinator. A checklist of major DTC-Alt activities is in appendix B.

The DTC-Alt is responsible for ensuring that the following tasks are completed:

- Review the student roster and verify or correct the current school and teacher. All students on the rosters will receive Precoded Bar Code Labels.
- Ensure that all test administrators are trained and meet the test administrator requirements. Remind test administrators of the requirement to train and use monitors who meet the assessment monitor requirements.
- Receive the DTC-Alt materials and district overage materials, and inventory materials against the District Materials Packing List and the District Security Checklist (appendix C).
- Distribute to each school/teacher the alternate assessment materials that are received from Measurement Incorporated that are packed by school.
- Provide additional materials to schools, as needed, from your district overage using the District Security Checklist to sign out all secure materials.

- Remind schools/teachers that they must inventory materials against and use the School Security Checklist to manage materials handling while the test materials are in the school. Discrepancies must be reported to the DTC-Alt immediately.
- For shortages against packing lists (security checklists) or to request additional materials, contact Measurement Incorporated.
- Implement security procedures and remind staff that the SC-Alt is subject to South Carolina test security regulations.
- Answer questions that arise during the assessment or forward the questions to project staff.
- Review the SC-Alt Teacher Return Instructions (appendix K of the *TAM*) with test administrators as necessary to ensure the proper packing and return of materials to the DTC-Alt.
- At the end of the assessment window, collect SC-Alt materials from teachers and follow up on materials not submitted by the deadline.
- Verify that each SC-Alt Test Administrator Security Affidavit (appendix E of the *TAM*) has been signed by the teacher and by the assessment monitor for each content area administration and has been validated by the principal's signature. A security affidavit must be completed and submitted for each student tested.
- Check to be sure that student answer folders have been completed and that Precoded Bar Code Labels or Linking Bar Code Labels have been placed correctly on all materials. Student bar codes should be affixed to the student answer folder and the SC-Alt Test Administrator Security Affidavit.
- Ensure that all materials from each school meet the packaging requirements; then seal and label each carton for return shipment.
- Tell test administrators that they must return all test materials to the DTC-Alt on April 23 and 24, 2007, at a time specified by the DTC-Alt. Assessment materials should be returned in the original shipment cartons.
- Package and ship SC-Alt test materials to Measurement Incorporated no later than April 25, 2007.

Materials Packed for Distribution to Schools

The packaging of materials for each school is based on the number of students and the SC-Alt form levels required by the students listed on the student roster for each teacher at the school. The student and teacher information for the rosters was obtained from the SASI precode project extraction completed in January. The materials each teacher will receive are listed on pages 6–7 of the *TAM*. All materials that have been packed for each school are listed on the School Packing List, and the materials that should be assigned to each teacher within the school are listed on the School Security Checklist, which is produced by teacher. You will receive a copy of all student rosters, School Packing Lists, and School Security Checklists in box 1 of your district materials. Examples of the School Packing List and the School Security Checklist are provided in appendix C of the *TAM*.

DTC-Alt Materials and District Overage

In box 1 of your district materials shipment, you will receive the following items and types of materials:

- A packing list that indicates (a) the total number of boxes and box numbers for the DTC-Alt materials and district overage materials and (b) the total number of boxes and box numbers for each school
- The District Materials Packing List and the District Security Checklist (see samples in appendix C)
- A copy of all student rosters by school and teacher
- A copy of all School Packing Lists
- A copy of all School Security Checklists
- FedEx Shipping Labels
- Overage Materials:
 - Answer folders
 - Student scoring worksheets
 - Test Administrator Security Affidavits
 - Linking Bar Code Labels
 - Assessment Standards and Measurement Guidelines (ASMGs)
 - *TAM* (two copies)
 - 10% overage for test booklets and printed manipulatives
 - Teacher Comment Forms
 - Student Placement Questionnaire directions

The DTC-Alt should plan to receive the SC-Alt materials from schools on April 23 and 24, 2007, and must ship the materials to Measurement Incorporated by April 25, 2007, for processing and scoring.

Return Procedures

To prepare the materials for return to Measurement Incorporated, the DTC-Alt should do the following:

- Review the student answer folders for completeness of coding.
- Ensure that all signatures are complete on each SC-Alt Test Administrator Security Affidavit.
- Ensure that the bar code labels have been affixed on the appropriate forms and that all coding has been completed for students without Precoded Bar Code Labels (using Linking Bar Code Labels). Sample Linking Bar Code Labels are provided in appendix D.
- Inventory the assessment materials by using the student rosters to verify that all alternate assessment students were assessed.
- Follow up on any missing materials and sign off on the School Security Checklists.
- Verify that all secure materials are included and packed in their proper order in the original cartons.

- Tear off the canary page of the School Security Checklist for the district's records and place the white page on top of all other materials in school box 1 for each school.
- Reseal each carton, using heavy-duty packing tape (be sure to check the bottom of the carton because the tape may have become loose during previous shipping and handling).
- Pack the unused district overage materials and sign off on the District Security Checklist. Keep the second copy of the District Security Checklist for your records.
- Review the instruction sheet for detailed directions on completing the prepaid FedEx label.
- Affix the provided prepaid FedEx labels to the cartons (see sample in appendix E).
- Complete the "from" sections on the prepaid FedEx label.
- Clearly mark the cartons "box 1 of 3, box 2 of 3," and so on.
- Give the cartons to any FedEx driver who routinely delivers to the school or office.

If you have a regularly scheduled FedEx pickup at your school or office, do not call FedEx to schedule an additional pickup. Your regular FedEx driver will pick up the carton(s). Do not pay any fees to the carrier for a pickup. All fees for guaranteed inside delivery and pickup have already been paid by the test contractors.

If you do not have a regular FedEx delivery, use one of the following options:

- Take the carton(s) to any FedEx location.
- Take the carton(s) to any Mailboxes Etc.
- Call FedEx to arrange for a pickup at 888-777-6040. *If you use this option, please note that FedEx will need the following information:*
 - ✓ district name and address
 - ✓ number of cartons
 - ✓ contact person and phone number

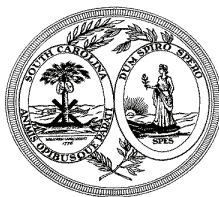
Please retain the shipment's tracking number for your reference.

For any problems with FedEx pickup, contact:

Measurement Incorporated
 Prattsie Cunningham
 Scoring Management
 pcunningham@measinc.com
 866-448-0002

Appendices

Appendix A



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Office of Assessment **Agreement to Maintain Test Security and Confidentiality** **for District Test Coordinators (DTCs) and School Test Coordinators (STCs)**

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of those individuals who serve as test coordinators, test administrators, and monitors; those who handle test materials; and/or those who use the results to follow test security laws, regulations, and procedures.

District and School Test Coordinators must provide appropriate training to help all personnel involved in testing have a common understanding of test security and appropriate testing practices. All individuals who assist in the distribution and packing of test materials and who administer or monitor the testing must be familiar with test security laws, regulations, and procedures, as well as with their responsibilities for each test.

The test administration manual for each testing program provides detailed test security information and administration guidelines. DTCs, STCs, Test Administrators (TAs), and monitors are expected to read and follow the instructions provided in these manuals. DTCs and/or STCs must distribute test administration manuals and other appropriate materials to TAs and monitors at least two weeks prior to the testing window and must review test security policies and procedures with them.

I acknowledge that I will have access to secure materials for one or more of the following South Carolina statewide testing programs: English Language Development Assessment (ELDA), End-of-Course Examination Program (EOCEP), High School Assessment Program (HSAP), Palmetto Achievement Challenge Tests (PACT), or South Carolina Alternate Assessment (SC-Alt).

I acknowledge that I have read the testing manual(s) for the test(s) I will be supervising and that I have provided appropriate training for all individuals involved in administering or monitoring the tests and/or handling test materials.

I understand that the tests are secure, confidential, and proprietary documents owned by the Department of Education. I hereby agree that I will not read or review test items within the test booklets unless I am administering a test and I am instructed to do so by the directions within the test administration manual. I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the test to anyone. I will not keep, copy, reproduce, or use in any manner inconsistent with the instructions provided by or through the State Department of Education any part of any secure test materials, including tests, test questions, test content, secure administration manuals, oral administration scripts, and examinees' responses. I will return all test materials promptly to the appropriate person(s). I will follow all of the state laws and regulations regarding testing ethics and test security.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

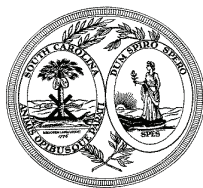
Signature

Print Name

District and School

Date

Appendix A



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Office of Assessment Agreement to Maintain Test Security and Confidentiality

For Test Administrators (TAs), Monitors, or Other Appropriate Personnel

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of those individuals who serve as test coordinators, test administrators, and monitors; those who handle test materials; and/or those who use the results to follow test security laws, regulations, and procedures.

District and School Test Coordinators must provide appropriate training to help all personnel involved in testing have a common understanding of test security and appropriate testing practices. All individuals who assist in the distribution and packing of tests materials and who administer or monitor the testing must be familiar with test security laws, regulations, and procedures, as well as with their responsibilities for each test.

The test administration manual (TAM) for each test provides detailed test security information and administration guidelines. Test administrators, monitors and other appropriate personnel are expected to read and follow the instructions provided in these manuals. The TAM and other appropriate instructions must be distributed to these personnel at least one week prior to the testing window. DTCs and/or STCs must review test security policies and procedures with them and must encourage them to read all appropriate materials.

I acknowledge that I will have access to one or more of the following tests that are a part of the South Carolina statewide testing program: English Language Development Assessment (ELDA), End-of-Course Examination Program (EOCEP), High School Assessment Program (HSAP), Palmetto Achievement Challenge Tests (PACT), or South Carolina Alternate Assessment (SC-ALT).

I acknowledge that I have read the following sections of the TAM: test security laws and regulations, the test administrator and monitor sections, the Administration Directions, and other appropriate information given to me about test security and/or my responsibilities regarding the test(s). I acknowledge that I have received appropriate training for test administration or monitoring the tests and/or handling test materials.

I understand the tests are secure, confidential, and proprietary documents owned by the Department of Education. I hereby agree that I will not read or review test items within the test booklets unless instructed to do so by the directions within the Test Administration Manual. I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the test to anyone. I will not keep, copy, reproduce, or use in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content. I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secure test, secure administration manual, oral administration script, or any other secure test materials. I will return all test materials to the School Test Coordinator or the District Test Coordinator. I will follow all of the state laws and regulations regarding testing ethics and test security.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Print Name

District and School

Date

DTC-Alt Checklist of Major Activities

- Read and sign the DTC Agreement to Maintain Test Security and Confidentiality and place the original on file in the district office.
- Review the student roster and verify or correct the current school and teacher.
- Review the materials from Measurement Incorporated and sign out the materials to the respective schools/test administrators.
- Ensure that all test administrators are trained and meet the test administrator requirements.
- Ensure that all schools/test administrators have scheduled assessment monitors for all test administration sessions.
- Obtain signed Agreements to Maintain Test Security and Confidentiality from test administrators and monitors.
- Verify district materials and overage shipment materials against the District Packing List and the District Security Checklist.
- Work with test administrators and Measurement Incorporated to resolve any missing materials or checklist discrepancies.
- Sign out overage materials, as needed, and provide Linking Bar Code Labels for students without Precoded Bar Code Labels.
- Implement security procedures and remind staff that the SC-Alt is subject to South Carolina test security regulations.
- Schedule a date and method of return of materials to you after testing is complete.
- Answer questions that arise during the SC-Alt administration or forward the questions to project staff.
- Remind test administrators of the instructions and diagram for returning test materials in the *Test Administration Manual*.
- At the end of the testing window, collect materials from teachers and follow up on materials not submitted by the deadline.
- Verify that each SC-Alt Test Administrator Security Affidavit has a student bar code affixed, is complete, and has been signed by the test administrator and the assessment monitor for each content area and has been validated by the principal.
- Review student answer folders to verify that score coding is included for each content area.
- Check to be sure that a Precoded Bar Code Label or Linking Bar Code Label has been affixed to each student answer folder and that all coding has been completed when a Linking Label is used (i.e., students without Precoded Labels).
- Verify receipt of materials, sign off on the School Security Checklist, tear off the canary copy for the district's records, and place the white copy in school box 1.

(continued on back)

Appendix B

- Package unused district overage materials and sign the District Security Checklist, verifying return of all materials. Return the top copy of the checklist with the materials and retain the second copy for your records.
- **Package and return the materials to Measurement Incorporated. Materials must be shipped by April 25, 2007.**

Appendix C

District Materials Packing List

SOUTH CAROLINA ALTERNATE ASSESSMENT DISTRICT PACKING LIST

DTC-Alt Materials and District Overage

Bedcode: 1402

District Name: CLARENDON 2

MI USE ONLY

DistId: 19

<u>MI - WH</u>	<u>Shipped</u>	<u>Quantity</u>	<u>Check in</u>
	Test Administration Manual	2	
	District Test Coordinator's Manual	1	
	Agreement to Maintain Test Security and Confidentiality	3	
	School Packing Lists (Copy)	1	
	School Security Checklist (Copy)	1	
	Student Rosters (Copy)	1	
	Answer Folder(s)	2	
	Secure Identifier: 12566 - 12567		
	Scoring Worksheets	2	
	Linking Bar Code Labels	9	
	Test Administrator Security Affidavit	2	
	Teacher Comment Form(s)	2	
	Student Placement Questionnaire Directions	2	
	ELA Assessment Standards and Measurement Guidelines	1	
	Math Assessment Standards and Measurement Guidelines	1	
	Science Assessment Standards and Measurement Guidelines	1	
	Social Studies Assessment Standards and Measurement Guidelines	1	
	Elementary School ELA Test Booklet(s)	2	
	Secure Identifier: BEEL0000000000 - BEEL0000000001		
	Elementary School Math Test Booklet(s)	2	
	Secure Identifier: BEMA0000000000 - BEMA0000000001		
	Elementary School Science Test Booklet(s)	2	
	Secure Identifier: BESC0000000000 - BESC0000000001		
	Elementary School Social Studies Booklet(s)	2	
	Secure Identifier: BESO0000000000 - BESO0000000001		
	Elementary School ELA Printed Manipulatives	2	
	Secure Identifier: PEEL0000000000 - PEEL0000000001		
	Elementary School Math Printed Manipulatives	2	
	Secure Identifier: PEMA0000000000 - PEMA0000000001		
	Elementary School Science Printed Manipulatives	2	
	Secure Identifier: PESO0000000000 - PESO0000000001		
	Elementary School Social Studies Printed Manipulatives	2	
	Secure Identifier: PESO0000000000 - PESO0000000001		
	FedEx Return Freight Airbills	4	

Date

Date

DTC-Alt Signature

MI-WH

For information about ordering additional materials, receiving, packaging, or returning testing materials contact:

South Carolina Helpline at Measurement Incorporated
423 Morris St.
Durham NC 27701
Phone: 1-866-448-0002
Fax: 1-866-291-6612
E-mail: PCunningham@measinc.com

Page 1 of 1

Appendix C

DISTRICT SECURITY CHECKLIST

BEDS Code: 0402
District Name: CLARENDON 2

The District Test Coordinator for Alternate Assessment (DTC-ALT) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials:

Test Material	Security Numbers	School Name	Sign Out		Packaged For Return	
			DTC Initials	STC Initials	DTC Initials	Staff Initials
Answer Folder	12566					
Answer Folder	12567					
Elementary School ELA Test Booklet	BEEL0000000000					
Elementary School ELA Test Booklet	BEEL0000000001					
Elementary School Math Test Booklet	BEMA0000000000					
Elementary School Math Test Booklet	BEMA0000000001					
Elementary School Science Test Booklet	BESC0000000000					
Elementary School Science Test Booklet	BESC0000000001					
Elementary School Social Studies Booklet	BESO0000000000					
Elementary School Social Studies Booklet	BESO0000000001					
Elementary School ELA Printed Manipulatives	PEEL0000000000					
Elementary School ELA Printed Manipulatives	PEEL0000000001					
Elementary School Math Printed Manipulatives	PEMA0000000000					
Elementary School Math Printed Manipulatives	PEMA0000000001					
Elementary School Science Printed Manipulatives	PESC0000000000					
Elementary School Science Printed Manipulatives	PESC0000000001					
Elementary School Social Studies Printed Manipulatives	PESO0000000000					
Elementary School Social Studies Printed Manipulatives	PESO0000000001					

Comments:

I certify that I followed and that I instructed all persons in my district who have access to secure materials to follow the Test Security Legislation, Regulations, and Procedures and that the secure test materials shown on this Security Checklist have been packaged for return, as outlined in the District Test Coordinator's Supplement and Test Administration Manual.

Date: _____ DTC-ALT Signature: _____

Appendix D

Sample Linking Bar Code Labels

Bar code labels should be removed from **left to right**.



LINKING BAR CODE LABEL

STUDENT 0001

Student Name: _____



LINKING BAR CODE LABEL

STUDENT 0001

Student Name: _____

<<<

END

>>>



LINKING BAR CODE LABEL

STUDENT 0002

Student Name: _____



LINKING BAR CODE LABEL

STUDENT 0002

Student Name: _____

<<<

END

>>>



LINKING BAR CODE LABEL

STUDENT 0003

Student Name: _____



LINKING BAR CODE LABEL

STUDENT 0003

Student Name: _____

<<<

END

>>>

Appendix E

Sample FedEx Shipping Label

SHIPPER RECEIPT 0109748 11472134		RECEIPT 0109748 11472134		SHIPPER NUMBER 0109748		
FROM:	COMPANY	FROM				
	ADDRESS					
	CITY					STATE/PROV.
	ZIP/POSTAL					RA#
TURN OVER FOR INSTRUCTIONS						
						
(9611018) 0109748 11472134						
FedEx Ground						
			SWAK ZIP/POSTAL			
SHIP TO:	MEASUREMENT INC 423 MORRIS STREET DURHAM, NC					
					27701	

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, (803) 734-8781.